

The purpose of this data collection is to gather student specific information to complete the information on student groups such as high ability, homeless and shortened day during the school year. This information is used for federal and state reporting.

Audience

This is a required collection for public schools, charter schools, and accredited nonpublic schools. Any school that does not have students to be reported should be marked as "Report No Data". This option is available in the Application Center under Data Verification>Collection Management>Additional Student Information.

Instructions

The required data should be collected, combined into a file, and submitted to the Department of Education through the Application Center. The file may be of any of the formats contained in this document and must contain all the fields in the order described. In addition, the STN number must exist in the STN Lookup. An input screen is available in the Application Center under Data Transfer>Input Forms>Additional Student Information.

Report the data for any student meeting one or more of the following criteria:

- Meets the definition of homeless under the McKinney-Vento Act, (definition provided in field #5) at any time during the school year (including the summer prior to the academic school year). Once a student is identified, the student is eligible for services for the entire school year and should be reported one time regardless of a change in homeless status. Homeless students that are receiving Title I services should be reported. Contact the Title I Coordinator for reporting data on these students.
- Identified through corporation multifaceted student assessment plan at some point during the student's academic career AND served in high ability programming **during the current school year**.
- Has a shortened instructional day any time during the school year. Report one record per student giving school flex program the highest priority. Students who may, at the discretion of the school, qualify for a shortened schedule include, without limitation, students who:
 - (a) are expecting a child or recently have had a child or have other family obligations;
 - (b) have temporary medical condition but do not qualify for homebound instruction;
 - (c) are emancipated and have to work but are still of school age;
 - (d) dropped out of school several years ago and wish to complete their graduation requirements; or
 - (e) are at least sixteen (16) years of age and who have previously been expelled
 - (f) are eligible for a school flex program
- Are in the 8th grade and have been determined as technology literate.

The **collection period** begins **May 1, 2008** and ends **June 6, 2008 or five (5) days** after the end of the school year, which is the **final** date for submission. During this time you are required to submit a file, review the processing results of the file for errors, and review the reports in the Message Center for accuracy. The reports are provided for you under Data Verification>Reports and should be approved by the responsible person(s). If there are any errors or inaccuracies you may correct your data file and resubmit until the end of the day of the final collection/signoff date.

The **signoff period** begins **May 28, 2008** and ends **June 6, 2008 or five (5) days** after the end of the school year. This period overlaps the collection period. Data transfer, input forms, reports and signoff are available.

The Homeless Summary, found under Message Center > Reports should be reviewed for accuracy and **signed by the corporation McKinney-Vento Homeless liaison**. See Reference Section for mailing address. The report with signature line will be available during the signoff period. Any changes to the homeless data will require a final signed and returned report.

Additional Student Information (DOE-AD)

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	School Number	4	State Assigned School ID Allowable values are: Valid School number Required Field: Yes	School building id
A				
2	Student Test Number	9	Official Student Test Number	STN Number must already exist in the

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Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
B	(STN)		(STN) assigned to student Required Field: Yes	STN Lookup
3	Grade Level	2	Allowable Codes Are: KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13 = Grade 12+/Adult Required Field: Yes	
C				
4	High Ability (previously G/T)	1	What is the area of high ability that applies to this student? Allowable Codes are: 0-4 0 = Does not apply, not a high ability program student 1 = General Intellectual 2 = Math (M-HA) 3 = Language Arts (L-HA) 4 = Other Required Field: Yes	Report data for the student who was identified through corporation multifaceted student assessment plan and served in high ability programming at anytime during the school year. 1 = The <u>General Intellectual</u> student is identified as high ability in <u>more than one</u> academic area. 2 = The student is identified as high ability in <u>Math only</u> . 3 = The student is identified as high ability in <u>Language Arts only</u> . 4 = Other includes science, social studies, world languages, general creative, interpersonal, visual & performing arts, technical & practical arts, and any other specific academic outside of math and language arts.
D				

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<p>5</p> <p>Homeless</p> <p>E</p>	<p>1</p>	<p>What is the primary nighttime residence of the homeless student?</p> <p>Allowable Codes Are: 0-4</p> <p>0 = Does not apply, student is not homeless</p> <p>1 = Doubled-up Students sharing housing due to loss of housing or economic hardship</p> <p>2 = Sheltered Students living in emergency, domestic violence, or transitional shelter</p> <p>3 = Unsheltered Students living in campgrounds, trailer parks, cars, parks, public spaces, temporary trailers, abandoned buildings, substandard housing, bus and train stations for lack of housing</p> <p>4 = Hotels/Motels Students living in hotels and motels for lack of housing</p> <p>Required Field: Yes</p>	<p>Students should be considered homeless if they lack a fixed, regular, adequate, nighttime residence.</p> <p>Report the students that meet the law's definition of homeless at anytime during the school year beginning the summer, fall and spring of the current school year.</p> <p>See Reference Section for McKinney-Vento Act</p> <p>Migratory children who live in the circumstances defined in 1-4 are considered homeless.</p>
<p>6</p> <p>Reason for Shortened Day</p> <p>F</p>	<p>1</p>	<p>Reason for the student's shortened day.</p> <p>Allowable Codes Are: 0-8</p> <p>0 = Does not apply, student is not on shortened day schedule</p> <p>1 = Medical</p> <p>2 = Case Conference/IEP</p> <p>3 = Behavioral Concern</p> <p>4 = Needs less than full schedule to meet graduation requirements</p> <p>5 = Other</p> <p>6 = family obligations or expecting a child</p> <p>7 = school age student emancipated but needs to work</p> <p>8= school flex program</p> <p>Required Field: Yes</p>	<p>Special education students with shortened days are included.</p> <p>8 = Include students in Flex Instructional Programs (minimum of 3 hours of instruction). Students in alternative programs with shortened days are included. Should only include grades 11 and 12.</p> <p>See Reference section for Shortened Day/Flex program</p>

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7	8 th Grade Technology Proficiency	1	<p>What method was used for the 8th grade student to meet tech literacy?</p> <p>Allowable Codes Are : 0 – 5</p> <p>0 = Does not apply, student is not in 8th grade or not tech literate 1 = Demonstrated proficiency through standard-based projects 2 = Passed computer application course 3 = Passed local tech literacy assessment 4 = Demonstrated proficiency through locally adopted ISTE Standards 5 = Other</p> <p>Required Field: Yes</p>	International Society for Technology (ISTE)
G				

References

Central Point of Contact: Specify the primary contact person for the McKinney-Vento liaison for the corporation at:

http://www.doe.state.in.us/htmls/doe_cpoc.html

FAQ's About Instructional Time:

<http://www.doe.state.in.us/accreditation/welcome.html> Includes shortened day, length of instructional day.

Shortened day/Flex program: IC 20-30-2-2.2 <http://www.in.gov/legislative/ic/code/title20/ar30/ch2.html>

McKinney-Vento Homeless Assistance Act (42 U.S.C. section 11431) <http://www.doe.state.in.us/alted/homelesslinkpg.html>

McKinney-Vento Homeless Liaisons: <http://www.doe.state.in.us/alted/newliaisons.html>

Mailing Address for the Homeless Summary:

Educational Options
 Room 229 State House
 Indianapolis, IN 46204

8th Grade Student Technology Proficiency <http://www.doe.state.in.us/olr/techlit/welcome.html>

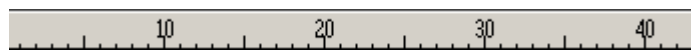
Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format

```
0001,000102001,11,1,0,5,0
0001,000102999,12,2,2,4,0
0001,000108230,08,0,0,0,1
```

Positional Format



```
0001000102001111050
0001000102999122240
0001000108230080001
```

E(x)tensible Markup Language (XML) Format

```

<XIF_ADDData>
  <Corporation Id="">
    <School Id="">
      <Student STN="">
        <SchoolUse Grade="" />
        <Demographics HighAbility="" Homeless="" ShortenedDay="" Tech="" />
      </Student>
    </School>
  </Corporation>
</XIF_ADDData>

```

Change History

Version	Change History
05.08.08	Changed "Message Center" to Data Verification Changed accreditation link
03.05.08	Changed grammatical errors in "Notes" for Field Order 4.
02.15.08	Year of the signoff date corrected
01.23.08	References to G/T changed to High Ability in purpose of collection, instructions, field specifications, and notes Removed Shortened Day Number of minutes student is dismissed from the collection (was field 6) Removed notes for shortened day from at least half the school year to school year and school flex program being priority Instructions changed for reporting on 8 th grade technology students Instructions changed for reporting of homeless students Notes changed on Reason for Shortened day to include only 11 and 12 th grade for school flex program Field 5 changed from Y or N to 0-4 for homeless students Added field 7 for 8 th grade technology Reference section includes 8 th grade technology Reference section includes Central Point of Contact for McKinney-Vento Liaison Comma, positional and XML formats changed to include 8 th grade technology and remove instructional minutes Common Scenarios removed those pertaining to instructional minutes
	Start of 07-08 Collection
06.01.07	Added definition of students on shortened day to instructions. Added minimum of 3 hours of instruction to school flex instructional program, field 7. Common Scenario Section added, Scenario #1 added for homebound students and reporting average minutes.
05.24.07	Field 7, Shortened Day allowable codes are 0-8. Notes changed on field 7.
03.19.07	Field 5, Homeless, removed code D for Disaster. Removed notes on code D. D only applied to Hurricane Katrina during the 04-05 collection. Field 5, removed code I for Identified. Instructions changed on reporting Homeless students. Notes updated on Field 5, Homeless. Added reference link for McKinney-Vento Act.
02.20.07	Field 7 added notes on shortened days that include alternative and special education students on shortened day. Reference section includes flex programs and instructional day. Instructions and notes on field 4, high ability changed.
12.28.06	Instructions changed for reporting students for clarity. Removed grade levels PW and PK. Positional format corrected. XML tag of ADDL to ADDData.
12.14.06	XML changed for High Ability, incorrect tags.
09.05.06	XML changed for High Ability change.
08.30.06	Gifted and Talented combined into one field instead of 4, the student can be counted in only one area.

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Version	Change History
07.17.06	DOE-PS no longer required. Homeless and Gifted and Talented becomes a separate collection. Homeless and gifted and talented removed from the DOE-PS. Shortened day, new item collected for 06-07. Additional items for Gifted and Talented collected.
	Start of 06-07 Collection